

ANNOUNCEMENT NUMBER: 11-004

OPEN TO: Current employees of the Mission; Foreign Service Nationals only.

POSITION: **VOUCHER EXAMINER/CASHIER FSN-7**

OPENING DATE: January 13, 2011

CLOSING DATE: January 29, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinarily Resident: US\$ 25,593.00 p.a. (Starting salary)
(Position Grade: FSN-7)

LENGTH OF HIRE: Permanent Position

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S Agency for International Development (USAID) is seeking individuals for the position of Voucher Examiner/Cashier, to be placed in the Program Office at USAID.

BASIC FUNCTION OF POSITION

The incumbent works with independence and responsibility in managing \$10,000.00 sub-cashier revolving funds handling the various miscellaneous obligations disbursements and keeping track and monitoring of all internal travel advances issued to our employees. She is also responsible for managing payroll and handling queries for all USAID/Angola. The incumbent will participate in more than 1,000 transactions using more than 40 appropriate budget plan codes. Essential technical skills used on a daily basis include working with the Phoenix accounting program, and data transmission via phoenix and Excel.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 222 64 12 51.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **REQUIRED EDUCATION:** Completion of one to two years of college or technical study in accounting is required.
2. **REQUIRED WORK EXPERIENCE:** From three to five years of progressively responsible experience in bookkeeping, accounting or budget work is required.
3. **REQUIRED LANGUAGES:** Level IV (fluent) in English is required. Fluency in Portuguese is required.
4. **OTHER REQUIRED SKILLS/ABILITIES:** Incumbent needs to demonstrate his/her computer knowledge and skills of various Microsoft software applications including Word, Excel and PowerPoint.
5. **REQUIRED JOB KNOWLEDGE:** A thorough knowledge is required of USAID accounting budgeting procedures, including an understanding of accrual accounting.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

* Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

SUBMIT APPLICATION TO

USAID/Angola
Attention: HR Office
Av Presidente Houari Boumediene, No. 32, Luanda
Email: hirusaidangola@usaid.gov

POINT OF CONTACT

Human Resources Office
Attention: Julia Almeida
Telephone: 222641251
FAX: 222641262

CLOSING DATE FOR THIS POSITION: January 29, 2011

The US Mission in Angola provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Maureen Yates
HR Officer